



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

January 21, 2005

SPED 05-03

TO: District Directors of Special Education
District Testing Coordinators
Charter School Administrators
Secure Care, Directors of Special Education
Private School Administrators
County Schools, Directors of Special Education
State Agencies, Directors of Special Education
BIA, Special Education Coordinators

FROM: Joanne C. Phillips, Deputy Associate Superintendent
Steve Mishlove, Director of Special Programs
Exceptional Student Services

SUBJECT: **Submission of Alternate Assessment Data for Fiscal Year 2005**
Arizona's Instrument to Measure Standards-Alternate (AIMS-A)
Alternate State Achievement Test (ASAT)

Public education agencies MUST submit alternate assessment data through ADE common logon system:

1. Teachers have access to enter student data between January 5 and March 31, 2005.
2. Administrators have access to monitor data entry between January 5 and March 31, 2005. In addition, Charter/District of Residence administrators enter data for students served by other agencies on behalf of the charter school or district of residence.
3. Administrators have access to verify and submit student data between April 1 and April 30, 2005.

NOTE: For students in private day schools reported through the Delrep Program, use the student's census number, not the SAIS number, when entering student data.

The following is the responsibility of private schools, accommodation schools, private residential facilities, and other public schools that serve students on behalf of another district of residence (DOR). This includes other public schools that serve students from elementary school districts without a feeder union high school district and unified school districts without a high school:

1. Submit the following completed forms to the district of residence **no later than January 31, 2005**:
 - Level I
 - Forms 2 and 4 for AIMS-A eligible students
 - Form 2 for ASAT eligible students
 - Level II
 - Form 2 for ASAT eligible students
2. Submit the following completed forms to the district of residence **no later than March 4, 2005**:
 - Level I
 - Forms 5 A-D for AIMS-A eligible students
 - Level II
 - Forms 3 A-D for AIMS-A eligible students

NOTE: Elementary school districts without a feeder union high school or a unified school district without a high school are the district of residence for their high school students. In the ADE common logon system, these districts of residence must choose “*other*” when selecting school.

For Arizona School for the Deaf and the Blind (ASDB), Phoenix Day School for the Deaf (PDS), and Regional Cooperatives:

- These agencies are the district of residence for *vouchered* students they serve.
- If a public agency contracts with ASDB, PDS, or a regional cooperative on a *fee-for-service basis only*, then the public agency is the district of residence.

Final verification and submission for transfer students:

- ❖ For any student transferring from Public Agency A to Public Agency B on or before April 1, 2005, Public Agency B is the district of residence for that student. Public Agency B must verify and submit the data for these transfer students.

- ❖ For any student transferring from Public Agency A to Public Agency B after April 1, 2005, then Public Agency A is the district of residence for that student. Public Agency A must verify and submit the data for these students, print student reports, and disseminate student reports to Public Agency B. Public Agency B will disseminate student reports to parents.

The 21 rule for eligible students:

- If student is age 21 *on or before* September 1 of the prescribed assessment year, then the student must participate in the alternate assessment.
- For example, during the prescribed assessment year of 2004-2005, if student turned 21 between September 2, 2003, and September 1, 2004, then the student must participate.

For further information related to:

- obtaining general assessment information and completing alternate assessment forms, please contact the ADE Exceptional Student Services specialist assigned to the public education agency.
- obtaining alternate assessment forms, refer to www.ade.az.gov/standards/
- obtaining passwords for data entry by teachers and administrators through the ADE common logon, refer to the Alternate Assessment Manual located at www.ade.az.gov/standards/ Click on AIMS-A or ASAT to access the Alternate Assessment Manual, or, refer to the Alternate Assessment website through Tucson Unified School District at http://edweb.tusd.k12.az.us/exced/alternate_04_05/info_admins.htm
- difficulty submitting alternate assessment data electronically through the ADE common logon, please contact the local Regional Training Center at www.ade.az.gov/rtc